

Technical Skills Assessment

Introduction

The following list is designed to help you determine if you are technically ready for CM/ECF. Please take a moment to familiarize yourself with these skills prior to filing in CM/ECF.

Necessary skills & knowledge

- I know how to access the Internet
- When using an Internet Browser, I can:
 - Use *Forward* and *Backward* buttons/arrows
 - Use the computer Mouse
 - Type
 - Download files
 - Print Documents
 - Use hyperlinks
- I can use a windows-based word processing software program like WordPerfect or Word to create documents.
- I can use Adobe Reader to view documents.
- I can create, scan or print a document to a PDF format.
- I can save a document.
- I am familiar with e-mail, and can open and send documents through e-mail.